



U.S. Consulate General, Dubai ✧ Human Resources Office

VACANCY ANNOUNCEMENT

Human Resources Assistant

Announcement Number: V-16-075

OPEN TO: All Interested Candidates / All Sources

The "Open To" category listed above refers to applicants who are eligible to apply for this position. The "Open To" category should not be confused with a "hiring preference" which is explained later in this vacancy announcement.

POSITION: Human Resources Assistant

OPENING DATE: September 29, 2016

CLOSING DATE: October 13, 2016

WORK HOURS: Full-Time; 40 hours/week

SALARY: For Ordinarily Resident (OR) in UAE: AED 118,399 per annum (Starting salary. Benefits are paid in addition to salary) (Position Grade: FSN-08)

Not-Ordinarily Resident (NOR): US \$46,093 per annum (Starting Salary)
(Position grade FP-06)

***Final grade/step for NORs will be determined by Washington**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see definitions below) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Dubai is seeking eligible and qualified applicants for the position of Human Resources Assistant (Position No. D54027) in the Human Resources Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The Human Resources (HR) Assistant helps with the administration of the day-to-day operations of the Human Resources Office and performs all necessary HR functions and duties. The HR Assistant carries out responsibilities in some or all of the following functional areas: Overseas Employment (OE) Program, recruitment of Mission Staff, Mission's incentive awards program, Locally Employed (LE) Staff medical insurance program, training programs, special immigrant visa program, education allowance and benefits processing, LE Staff employment extension requests, retirement ceremonies, requests for outside employment, employment verification letters and other functions related to HR customer service.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

EDUCATION:

- Completion of two years of full time post-secondary education in Business Administration or Human Resources at college/university level is required.

EXPERIENCE:

- A minimum of four years of work experience in HR management is required.

LANGUAGE: (Language skills will be tested)

- Level IV (fluent) reading/writing/speaking English is required.
- Level IV (fluent) reading/writing/speaking in one of the following is required: Arabic, Persian/Farsi, Urdu, Hindi or Tagalog.

SKILLS & ABILITIES:

- Must work with tact and discretion, possess good judgment and have the ability to maintain effective working relationships with employees, their supervisors and American Officers.
- Must have the ability to work independently and possess strong interpersonal relations to communicate and work effectively with colleagues within Human Resources Office and the Mission.
- Demonstrated computer skills in MS Office suite.

HIRING PREFERENCE SELECTION PROCESS:

Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Local Security Certification.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

- Completion of the Universal Application for Employment (Form DS-174), which is available on our website: <http://abudhabi.usembassy.gov/io.html>, is **mandatory**.
- A resume may be attached but may NOT be used as a substitute for the DS-174.
- Applications submitted after the closing date will not be considered.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- **List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)**
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note "V-16-075 HR Assistant" in the subject line of the email)

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A - DEFINITIONS

1. Eligible Family Member (EFM)

An EFM for employment purposes is defined as an individual who meets all the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child and a child under legal guardianship of the employee, spouse, or same-sex domestic partner when such child is expected to be under such legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. US Citizen Eligible Family Member (USEFM)

A USEFM is an individual who meets **all** of the following criteria:

- US Citizen; **and**
- Spouse or same sex partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. Appointment Eligible Family Member (AEFM)

An AEFM is an individual who meets **all** the following criteria:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee’s post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does NOT currently receive a U.S Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. Member of Household (MOH)

A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of the sponsoring employee.

5. Not Ordinarily Resident (NOR)

An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a US Social Security Number (SSN); **and**
- Is not a citizen of the UAE; **and**
- Does not ordinarily reside in the UAE; **and**
- Is not subject to UAE employment and tax laws.

6. Ordinarily Resident (OR)

An individual who meets the following criteria:

- A citizen of the UAE; **or**
 - A non-citizen of the UAE (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
 - Is subject to UAE employment and tax laws.
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